



BOCI-Prudential Asset Management Limited (the “Company”) offers a broad spectrum of investment products ranging from Hong Kong mandatory provident fund scheme (“MPF”), retirement schemes, retail unit trusts, to exchange traded funds, apart from the tailor-made investment strategies for individual and institutional clients.

Receptionist (Ref: AOA-026-W)

Our Human Resources & Administration Department is currently looking for high caliber candidate to join

Responsibilities

- Handle general reception and office administrative duties, such as to greet guests and handle incoming phone calls in a professional manner, manage conference room reservation and office facilities, etc
- Provide office administration and clerical support, office equipment maintenance, office supplies, stationery ordering and payment
- Handle incoming and outgoing mailings/courier services
- Perform ad-hoc duties as required

Requirements

- Diploma holder or above with minimum 1-2 years solid receptionist and office administrative experience
- Good telephone manner and interpersonal skills with positive attitude
- Good command of written and spoken English, Cantonese and Mandarin
- Proficiency in Microsoft Office application
- Responsible, independent and able to deal with people at all levels
- Immediately available is preferred

We offer competitive remuneration package and comprehensive fringe benefit to the right candidates. Interested parties please submit your application to assetmgt.hr@boci-pru.com.hk.

All information received will be treated in strict confidence and only be used for recruitment related purpose. Candidates who are not being contacted within two months may consider their applications unsuccessful. Unsuccessful applications will be retained for up to twelve months for further recruitment purposes and will then be destroyed.

Teamwork * Responsibility * Integrity * Performance